

## SANDY CITY APPROVED CLASS SPECIFICATIONS

- |    |                        |   |                       |                |
|----|------------------------|---|-----------------------|----------------|
| I. | <u>Position Title:</u> | Secretary - Human Resources & Management Services (HR & MS) | <u>Revision Date:</u> | 04/10          |
|    |                        |   | <u>EEO Code:</u>      | Admin. Support |
|    |                        |   | <u>Status:</u>        | Non-exempt     |
|    |                        |   | <u>Control No:</u>    | 30380          |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Human Resources & Management Services, operates personal computer, scanner, copier and other office equipment; responsible for logging job applications and answering questions concerning services performed by the HR & MS division; maintains division files; receives and screens telephone calls and walk-in public; types various documents; and performs other clerical duties as needed.

### III. Essential Duties:

- Provide customer service for walk-in public and employees.
- Answer incoming calls and direct inquiries to appropriate individuals.
- Assist employees and the public and answer questions relating to the HR & MS division.
- Print and log job applications into department computer software; sort and distribute job applications to the appropriate department.
- Perform a variety of clerical duties, including data entry, scanning and indexing documents into imaging system; filing various documents, gathering benefits enrollment forms and putting together new hire information packets.
- Assist the City Recorder with submitting legal notices, notices of public hearings and other required notices to the newspaper, the State website, the City website and other entities to ensure legal obligations are met. Submit other communication items to appropriate media outlets as directed.
- Act as a Notary Public for City business.
- Assist in the preparation and coordination of regular and special elections by providing information to City departments, Salt Lake County Elections, candidates and the voting public. Train and serve as a poll worker when necessary.
- Sort City mail on a daily basis.

#### IV. Marginal Duties:

- Monitor files for completeness and for compliance with applicable requirements.
- Photocopy various documents.
- Type various documents as needed.
- Assist Community Events, City Attorney and Risk Management personnel as needed.
- Perform other duties as assigned.

## V. Qualifications:

**Education:** High school diploma or equivalent required.

**Experience:** Requires two years prior experience in secretarial activities. Related education may be substituted for experience on a year-for-year basis.

**Certificates/Licenses:** Must possess Notary Public certification within six months of hire.

**Probationary Period:** A one-year probationary period is a pre-requisite to this position.

**Knowledge of:** Telephone procedures and etiquette; correct English usage, spelling and vocabulary; general office practices, procedures, equipment and computer programs, including Microsoft Office and Word Perfect.

**Responsibility for:** Responsibility for the care, condition and use of materials, tools and equipment; great responsibility for confidential information that must be handled with discretion.

**Communication Skills:** Contacts with other departments, furnishing and obtaining information, using tact and judgment; outside contact with the public that may influence important decisions; constant contact with the public and employees both on the phone and face-to-face; follow written and verbal instructions; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; maintain confidences.

**Tool, Machine, Equipment Operation:** Ability to type accurately at 35 wpm; regular use of a computer, printer, copier, scanner, shredder and telephone system; exposure to department databases; occasional use of reader/printer and typewriter.

**Analytical Ability:** Apply general principles and ordinances effectively to specific conditions; ability to handle confrontational situations and make sound decisions; prioritize tasks; maintain attention to detail; and records management skills.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present due to bending, stooping, lifting and moving of boxes of records and shelving units and general maintenance of records vault area; frequent climbing of ladder in vault to access records on upper shelves; use of the reader/printer may cause eye strain and fatigue. Employee will sit or stand for long periods of time.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to exposure to stressful situations; constant attendance is required; work is generally routine and requires only occasional supervision; work is referred to supervisor as questions arise; frequent exposure to heavy telephone and walk-in traffic; at election time phone calls are constant as is the media attention and pressure; office can be very congested and noisy, overtime may be required during election period.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_